

INTERNET JOB SEEKER SERIES

By Bruce A. Bennett

Resumes, Cover Letters, and Applying Online

Wednesday, December 1, 10am - 12pm

This presentation showcases resume styles and the elements that go into building your resume. Every job application requires unique skills, and this session will show you how to improve your resume to match the jobs to which you are applying. Additionally, we will discuss cover letters and learn about ideas to include. Follow link to register: <https://us02web.zoom.us/j/84921m8KcOoe4qAv8fiMuzqek>

Guide for a Winning Interview

Monday, December 6, 10am - 12pm

Guide for a Winning Interview is an in-depth review of the interview process. Preparation is a key element to acing an interview. Learn the best approaches from the initial phone screen to the face to face meeting with the hiring manager. You will hear great answers to several standard questions, including the dreaded "Tell Me About Yourself". Follow the link to register: <https://us02web.zoom.us/j/84921m8KcOoe4qAv8fiMuzqek>

LinkedIn for Your Job Search

Monday, December 13, 10am - 12pm

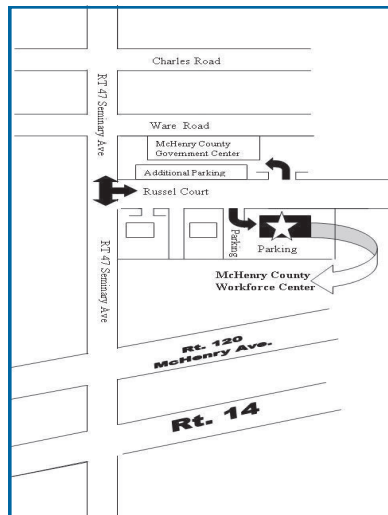
This workshop helps you understand and navigate your way through LinkedIn. A vast majority of companies are using LinkedIn as a recruiting tool. Topics covered include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. You will be able to identify the different features available on LinkedIn and where to focus your attention. Learn how to successfully build your network of connections and the use search tool filters that LinkedIn offers. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn. Follow the link to register: <https://us02web.zoom.us/j/84921m8KcOoe4qAv8fiMuzqek>

LinkedIn Strategic Guidelines

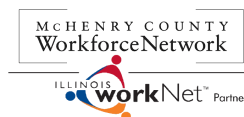
Wednesday, December 15, 10am - 12pm

LinkedIn is a powerful tool for networking, research, and marketing yourself to clients and employers. This session teaches strategic practices for building your LinkedIn internet presence and marketing yourself. The use of hashtags and ampersands will be covered as well as going mobile with the LinkedIn app. Follow the link to register: <https://us02web.zoom.us/j/84921m8KcOoe4qAv8fiMuzqek>

NOTE: For the LinkedIn Workshops, attendees must already have a LinkedIn Profile. A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at <https://bit.ly/3kqA1vm>



Parking permitted in MCWN lot and across the street in Government Center **ONLY**. **ALL OTHER LOTS WILL TOW VEHICLES.**



**500 Russel Court
Woodstock, IL 60098
Phone (815) 338-7100
Fax (815) 338-7125**

www.mchenrycountyworkforce.com



*McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling **TTY (800) 526-0844 or 711**.*

AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, IL 60098. 815-338-7100 ext. 2793

December 2021

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
workforcecenterRR@yahoo.com

Resource Room Hours
Monday-Friday
8:30am - 4:00pm

A proud partner of the
americanjobcenter
network

Career Workshops and Services

Personalized Job Search Assistance Services

To sign up, contact the professional directly by email.

RESUME CRITIQUE

30 - 45 minute sessions

Dean Eitel - **December 6 and 13**
10 - 12

Email: deitel@depaul.edu

Kathy Hayhurst - **December 9**
8:30—11:30

Email: mcwnkmh@gmail.com

MOCK INTERVIEWS

60 minute sessions

Kraig Roberts - **December 6 and 13**
10 - 12

Email: deitel@depaul.edu

LINKEDIN CRITIQUES

Session is for profile review and / or Q&A about LinkedIn usage

Bruce Bennett - **Contact to schedule**
mcwnbennett@hotmail.com

Employability Training Workshop Accountability and Feedback Thursday, December 16, 9 - 11am

Accountability is essential in the workplace. This workshop will focus on developing a mindset of internal accountability that helps participants accept challenges and face adversity with a positive attitude. It will include identifying ways that participants can seek developmental and performance feedback that will support their continued growth.

*Your name, address, contact information and birth date are required to register for this class. You will receive a certificate of attendance via email within a week after attending this course.

Follow the link to register
<https://bit.ly/3mUfGGE>

Explore the Illinois Workforce Portal
www.illinoisworknet.com

Career Workshops and Services

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered "training" by IDES.

Most Workshops will be virtual.

**For questions please call (815) 338-7100 ext. 2771
or email workforcecenterRR@yahoo.com**

CAREER PATHWAYS WORKSHOP

Tuesday, December 7, 1 - 2pm

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County.

Follow link to register
<https://bit.ly/31AZv4F>

RESUME AND COVER LETTER WORKSHOP

Tuesday, December 14, 1 - 2pm

This workshop is designed to provide guidance on resume trends and job search correspondence. Workshop will involve rewriting current resume or starting from scratch. We will also review some basic guidelines around writing an effective cover letter. Please have your resume available.

Follow link to register
<https://bit.ly/2YunW72>

INTERVIEW WORKSHOP

Tuesday, December 21, 1 - 2pm

This workshop is designed to give tips and tricks on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter.

Follow link to register
<https://bit.ly/3qmwv1j>

STRESS MANAGEMENT

Thursday, December 30, 1 - 2pm

Come learn helpful ways to cope with job loss and maintain your mental health by practicing mindfulness, changing negative habits, and unplugging from the overstimulation's of modern day society. Workshop will involve practicing breathing exercises and completing self-care assessment worksheets.

Follow link to register
<https://bit.ly/3CYNMij>

Microsoft Word Computer Class

Friday, December 3, 10 - 11am

The Microsoft Word Essentials workshop will show you how to create, format, edit and save a document.

Follow the link to register:
<https://bit.ly/3qgIM5e>

Microsoft Excel Essentials

Friday, December 17, 10 - 11am

The Microsoft Excel Essentials workshop will show you how to create, format, edit and save a workshop.

Follow the link to register:
<https://bit.ly/3bR7iRZ>

NETWORK TO SUCCESS

JOB CLUB

Wednesday, December 8, 1 - 3:00pm

Effective Networking in Your Career

Learn about social networking basics from the how, when, and where to network. The areas covered will include practical advice for your elevator speech, using social media, and finding events to put your new found skills to practice. You will gain confidence from this session and be able to apply them for more effective networking.

Presented by: Bruce Bennett

Follow link to register:

<https://us02web.zoom.us/join/https://us02web.zoom.us/join/register/tZUqcuiprDkiHNFZnpkCbNCen6vAV79ZgX7f>

WIOA INFORMATION SESSION

Thursday, December 2, 1:30-2:30pm

McHenry County Workforce Network has a variety of programs and services for job seekers seeking assistance in meeting the challenges of today's job market. We provide a one-stop system for employment related services in McHenry County and are part of a nationwide system. Come to an information session to learn more!

Follow the link to register:

<https://bit.ly/3H5ifOb>

Apply for potential training ONLINE at:

www.mchenrycountyworkforce.com

Employability Training Workshop

Interviewing

Thursday, December 2, 9 - 11am

Participants will learn how to make a positive impression on a future employer by clearly articulating skills and abilities. They will learn and practice virtual and in-person interviewing techniques that increase comfort and effectiveness. Participants will be provided with access to Interview Stream technology to continue self-directed practice following the workshop. Presented by McHenry County College

Follow the link to register

<https://bit.ly/3EWgzot>

CLOSED

***Friday, December 24
for Christmas***

***Friday, December 31
for New Year's Day***